

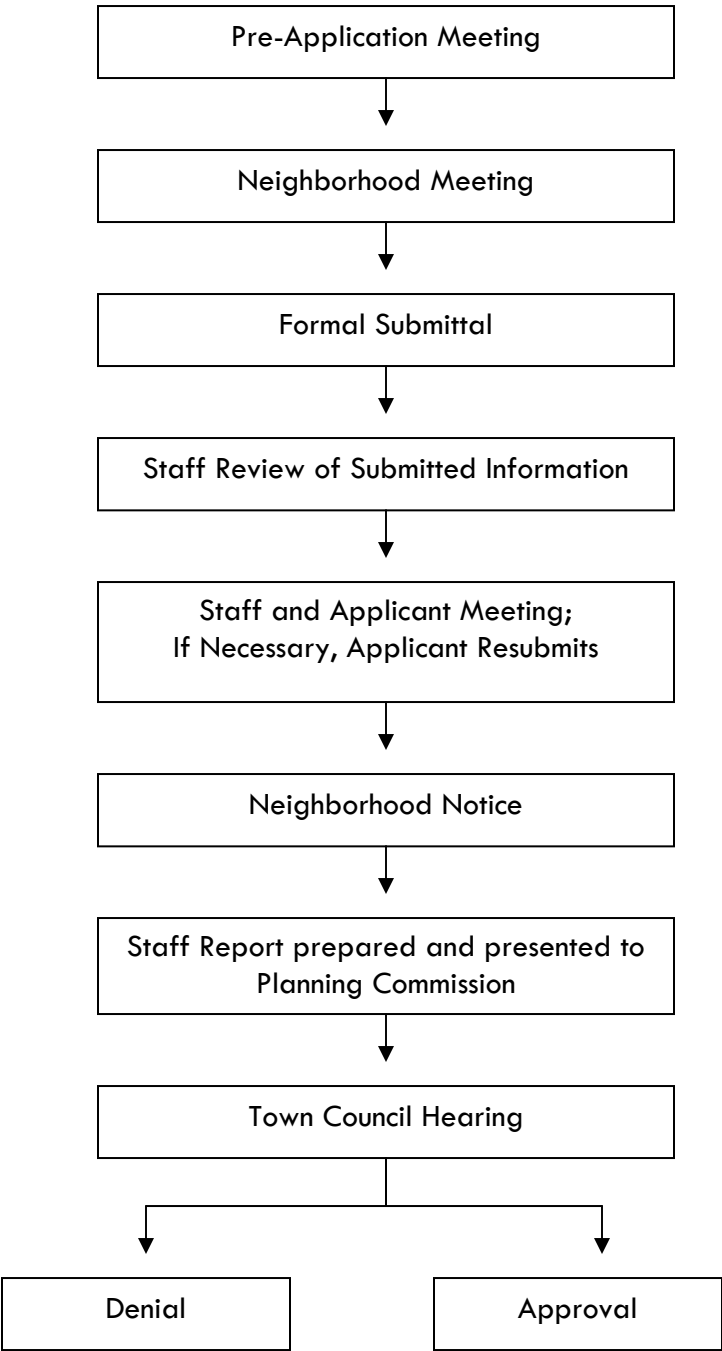


TOWN OF FLORENCE

REZONING PROCESS Application & Checklist

Community Development Department
P.O. Box 2670
600 North Main Street
Florence, Arizona 85132
(520) 868-7575
www.florenceaz.gov

REZONING APPLICATION PROCESS



REZONING APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a rezoning for a property within the Town of Florence. The rezoning request will be considered by the Planning and Zoning Commission, and final decision will be made by the Town Council.

It is important to note that since a rezoning may affect the entire community, adjacent jurisdictions, schools and public utilities, the analysis of a rezoning request must be comprehensive in nature and address all potential impacts.

1. **Pre-Application Review Process** – Prior to filing an application for a rezoning, the applicant must complete the Pre-Application review meeting with the Community Development Department.

A pre-application meeting with the Town's Technical Review Committee is recommended for most development applications. Applicant must set a meeting time with the Community Development Department prior to the submittal deadline.

2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 3:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the applicant within forty-five (45) days of submission for a conventional rezoning and sixty (60) days for rezoning with a Panned Unit Development (PUD) or PUD Amendment. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Neighborhood Notice and Meeting** – Neighborhood notice and meeting is required. The Town will prepare the Notice of Public Hearing for the rezoning and provide a copy to the applicant. For each required public hearing the applicant must mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:
 - a. All property owners of record within three hundred (300) feet of the site.
 - b. To the owner, if the application is initiated by a person other than the owner; and

- c. Any person or group who has requested notice in writing.

The Community Development Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant will be charged a fee for the postponement.

5. **Property Posting (Sign)** – Notice of Public Hearing for a rezoning must be posted at least fifteen (15) calendar days prior to the date of each public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
 - a. Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days of the public hearing. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
 - b. The signs must comply with the attached sign criteria;
 - c. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted signs prior to the public hearing;
 - d. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant will be charged a fee for the postponement.
6. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Community Development Department will prepare reports describing and evaluating the proposed project and making recommendations to the Planning Commission and Town Council. Copies of the staff reports will be made available to the public and sent to the applicant prior to each public hearing.
7. **Planning and Zoning Commission Hearing** – Regular Planning Commission hearings occur on the first and third Thursday of each month at 6:30 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative must be present at the hearing. After the hearing the Commission will recommend approval, approval with modifications or denial of a Rezoning request to the Town Council.
8. **Town Council Hearing** – Regular Town Council hearings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative must be present at the hearing. The Town Council will approve, approve with modifications and/or

conditions, or deny the application. The Ordinance approving the project will become effective 30 days after the Ordinance is signed by the Mayor, usually the day following the Council action.

9. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

REZONING OR PUD CONTENT REQUIREMENTS

REZONING

1. Project Narrative

- ☐ Description of proposed zoning districts and uses; and
- ☐ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Proposed zoning district boundaries
- ☐ Adjacent rights-of-way and easements showing existing and future improvements;
- ☐ Location of public utilities;
- ☐ Adjacent zoning districts and adjoining lots lines within 300 feet;
- ☐ Uses and structures on adjacent parcels within 300 feet;
- ☐ Project Data Table:
 - Gross acres;
 - Current and proposed Zoning District(s) and General Plan Classification(s); and
 - Percent of total acreage in each zoning district.

3. Development Phasing Plan (if applicable)

- ☐ Parcels designated with each phase;
- ☐ Street improvements with each phase; and
- ☐ Open space areas with each phase.

-OR-

REZONING WITH PUD

1. Project Narrative

- ☐ Description of proposed zoning districts and uses;
- ☐ Justification for proposed zoning deviations and standards; and
- ☐ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit / Conceptual Development Plan

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Proposed zoning district boundaries
- ☐ Adjacent rights-of-way and easements showing existing and future improvements;
- ☐ Location of proposed public and private streets;
- ☐ Location of public uses proposed, including schools, fire stations;
- ☐ Location of parks, playgrounds, trails, and other recreational facilities;
- ☐ Preliminary drainage;
- ☐ Location of public utilities;
- ☐ General layout of non-residential land uses;
- ☐ Layout and densities for residential districts;
- ☐ Adjacent zoning districts and adjoining lots lines within 300 feet;
- ☐ Uses and structures on adjacent parcels within 300 feet;
- ☐ Project Data Table:
 - Gross acres;
 - Current and proposed Zoning District(s) and General Plan Classification(s); and
 - Percent of total acreage in each zoning district;
 - Development standards (i.e. setbacks, heights, lot coverage, lot dimensions) showing both proposed and existing standards;
 - Number of dwelling units (Residential only);
 - Approximate square footage of proposed non-residential uses;
 - Minimum setbacks and lot coverage; and
 - Open space/landscape retention areas and percentage.

3. Development Phasing Plan (if applicable)

- ☐ Parcels designated with each phase;
- ☐ Street improvements with each phase; and
- ☐ Open space areas with each phase.

REZONING CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Owner's Permission Form (if application is not filed by property owner)		
Project Narrative		
4 copies – Traffic Impact Analysis (if required by Town Engineer)		
Legal Description (Metes and bounds description required for Un-platted property) including total gross acreage, sealed and signed by a registered engineer or surveyor (8.5" X 11")		
Pinal County Assessor Parcel Map (8.5" X 11") (Highlight project area and provide parcel numbers)		
Documentation of the Neighborhood Meeting including:		
A typed listing of persons that attended the meeting Including their names, addresses, and telephone numbers		
Minutes of the meeting addressing neighborhood concerns, topics discussed, and how the applicant addressed such concerns		
Copy of the letter notifying property owners of the meeting		
ALTA Survey (Required for undeveloped properties):		
1 copy – (24" x 36") folded to approximately (9" x 12"). ALTA Survey must be within last 12 months		
Zoning Exhibit (Required for Rezoning and PUD):		
5 original copies for staff review (10 copies for P&Z and 15 copies for TC meetings) – Blue/line or black/line prints (24" x 36") folded to approximately (9" x 12")		

1 copy – (8.5" X 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" X 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning Commission agenda.		
Conceptual Development Plan (Required for PUD only):		
5 original copies for staff review (10 copies for P&Z and 15 copies for TC meetings) – Blueline or blackline prints (24" x 36") folded to approximately (9" x 12")		
1 copy – (8.5" X 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" X 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning Commission agenda.		
Phasing Plan (if applicable):		
5 copies – Blueline or blackline prints (24" x 36") folded to approximately (9" x 12")		
1 copy – (8.5" X 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" X 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning Commission agenda.		
Neighborhood Notice:		
A parcel map highlighting properties within 300 feet		
Typed names and addresses of all property owners identified on highlighted parcel map		

STAFF TRANSMITTAL

- | | |
|--|---|
| <input type="checkbox"/> Florence Administration | <input type="checkbox"/> Queen Creek Planning (if applicable) |
| <input type="checkbox"/> Florence Community Development | <input type="checkbox"/> Gila River Indian Community (if applicable) |
| <input type="checkbox"/> Florence Public Works | <input type="checkbox"/> Florence Unified School District (if applicable) |
| <input type="checkbox"/> Florence Parks & Recreation | <input type="checkbox"/> Coolidge Planning (if applicable) |
| <input type="checkbox"/> Florence Fire | |
| <input type="checkbox"/> Pinal County Planning (if applicable) | |

APPLICATION FOR REZONING

PROJECT NAME: _____

APPLICATION TYPE: ☐ Rezoning ☐ PUD ☐ PUD Amendment

1. Property Owner: Name: _____
Address: _____

Phone: _____ Fax: _____
Email: _____

2. Applicant/Developer: Name: _____
Address: _____

Phone: _____ Fax: _____
Email: _____

3. Address or Location of Property: _____

4. Legal Description of Property: If applicable, include Lot(s), Block(s), and Subdivision Name: _____

Tax Parcel Numbers: _____

Gross Acres: _____ Net Acres: _____

5. Current Zoning District: _____

6. Proposed Zoning District: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE _____ DATE _____

FOR STAFF USE ONLY:

CASE NO. _____	APPLICATION DATE AND TIME _____
PZ HEARING DATE _____	FEE \$ _____
1 st TC HEARING DATE _____	REVIEWED BY: _____
2 nd TC HEARING DATE _____	
RECOMMENDATION: APPROVAL	DISAPPROVAL

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

Owner(s) _____

Signature _____

Print or Type Name _____

Address _____

Telephone _____

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 ____, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public

POSTING REQUIREMENTS

Florence Code requires posting of a sign (or signs) announcing a Public Hearing regarding certain land-use actions a minimum of fifteen (15) days before the date of the Hearing. These actions include General Plan Amendment, Conditional Use Permits, Special Use Permits, Rezoning, and Variance Requests. It shall be the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until formal decision of the case has been made by Town Council. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case. The attached Affidavit of Sign Posting must be provided to the Community Development Department within twenty-four (24) hours of the posting.

	TOWN OF FLORENCE]- 3"
	(Community Development) or	
	(Town Council)]- 3"
	Public Hearing Notice]- 4"
	(space)	
3" -[(Action Requested)	
	(space)	
2" -[(Project description and location)	
	(space)	
2" -[(Time of Hearing),]- 2"
2" -[(Date of Hearing),]- 2"
2" -[775 North Main]- 2"
	Street	
2" -[Florence, Arizona]- 2"
	More Information: Town of Florence Planning Department 520-868-7575	

- Contact the Community Development Department regarding number and placement of signs
- Body of sign to be Brilliant Yellow and lettering to be Black
- Sign dimensions shall be 4' X 4'; lettering dimensions shall be as indicated
- Height of sign shall be 6 feet from finished grade to the top of the sign
- Sign shall be made of weather resistant material
- Placement and maintenance of sign is applicant's responsibility
- Applicant must post sign at least 15 calendar days prior to the hearing date
- Applicant must remove sign within 10 working days of final action

AFFIDAVIT OF SIGN POSTING

Applicant Name: _____

Project Name/Location: _____

I confirm that the site has been posted as required by Town of Florence Community Development Department. A picture of the sign(s) posted on the subject site has also been submitted.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20 __, by _____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on _____

Return completed notarized affidavit and picture to the Community Development Department within twenty-four (24) hours of the posting.

PLANNING AND ZONING COMMISSION

2013 MEETING SCHEDULE*

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:00 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

SUBMITTAL DEADLINE	NOTICE IN NEWSPAPER	MEETING DATE*
October 2, 2012	December 13, 2012	January 3, 2013
October 16, 2012	December 27, 2012	January 17, 2013
November 6, 2012	January 10, 2013	February 7, 2013
November 20, 2012	January 24, 2013	February 21, 2013
December 11, 2012	February 7, 2013	March 7, 2013
December 25, 2012	February 21, 2013	March 21, 2013
January 8, 2013	March 7, 2013	April 4, 2013
January 22, 2013	March 21, 2013	April 18, 2013
February 5, 2013	April 11, 2013	May 6, 2013
February 19, 2013	April 25, 2013	May 16, 2013
March 5, 2013	May 9, 2013	June 6, 2013
March 19, 2013	May 23, 2013	June 20, 2013
April 2, 2013	June 13, 2013	July 4, 2013
April 16, 2013	June 27, 2013	July 18, 2013
May 1, 2013	July 11, 2013	August 1, 2013
May 14, 2013	July 25, 2013	August 15, 2013
May 28, 2013	August 8, 2013	September 5, 2013
May 6, 2013	August 15, 2013	September 4, 2013 (Major GPA)*
	August 29, 2013	September 19, 2013 (Major GPA)*
July 23, 2012	September 26, 2013	October 17, 2013

August 6, 2013 August 20, 2013	October 10, 2013 October 24, 2013	November 7, 2013 November 21, 2013
September 3, 2013 September 17, 2013	November 7, 2013 November 21, 2013	December 5, 2013 December 19, 2013
October 1, 2013 October 15, 2013	December 12, 2013 December 27, 2013	January 2, 2014 January 16, 2014

Complete applications and fees are due to the Community Development Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant must set a meeting time with the Community Development Department prior to the submittal deadline.

*A separate Community Development meeting schedule is provided for the consideration of **Major General Plan Amendments**.